

## Helpful Resources

- ♦ ALIVE (Domestic Violence) Hotline  
(314)-993-2777
- ♦ Central Baptist Family Services  
(314) 241-4245
- ♦ COMTREA Adolescent Substance Abuse Program  
(636) 296-6206, Arnold, MO  
or (314) 367-1368
- ♦ Deaconess Crisis Nursery  
(314)-768-3201
- ♦ Housing Resource Center  
(314) 771-2273
- ♦ Job Corps  
(314) 679-0300
- ♦ Legal Services of Eastern Missouri  
(314) 534-4200
- ♦ Missouri Division of Aging  
1-(800)-392-0210
- ♦ Missouri Division of Child Support Enforcement  
(314) 340-7400
- ♦ Missouri Division of Family Services  
Child Abuse/Neglect Hotline  
1-(800) 392-3738
- ♦ New Beginnings Adolescent Substance Abuse Program  
(314) 758-4900
- ♦ Parent Help Line  
1-(800)-427-4626
- ♦ Parents' Anonymous Hotline  
(314)-771-0803
- ♦ Police Department  
Juvenile Division  
(314) 444-5327
- ♦ Provident Counseling  
(314) 533-8200
- ♦ Public Defender's Office  
(314) 340-7681 or 552-2250
- ♦ St. Louis City Juvenile Detention Center  
(314) 552-2194
- ♦ St. Louis Public Schools,  
Recruitment & Counseling Center  
(314) 367-1368
- ♦ Youth Emergency Services  
(314) 727-6294

**★This Court does not relieve  
parents of custody or  
responsibility of their children  
due to misbehavior, but will  
provide services that keep  
families intact.★**

If you have questions that may be answered without having to come to the Court, feel free to contact the Court. **The hours for telephone contact are 8:30 a.m. to 5:00 p.m. Monday through Friday**, excluding holidays.

**Please Call  
552-2000**

**A Deputy Juvenile Officer will be available to assist you.**

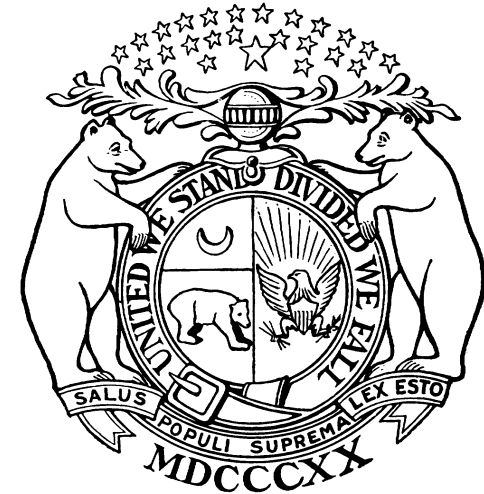
**Reminder:**

**Intake hours are from 9:00 a.m. to 12 noon and from 1:00 p.m. to 3:00 p.m. Monday through Friday**



If you need some assistance or an accommodation in order to participate in these court services, please contact:  
The Americans with Disability Coordinator,  
**JANICE KOCH**  
at  
920 North Vandeventer Ave.  
St. Louis, Missouri 63108  
or  
by telephone  
VOICE (314) 552-2000  
TDD (314) 531-6158

## Welcome To The St. Louis City Family Court Juvenile Division's



## Intake Process

920 North Vandeventer Avenue  
St. Louis, Missouri 63108  
(314) 552-2000  
Office Hours: 8:00 a.m. – 5:00 p.m.  
Monday – Friday  
(Except Holidays)

## What is the Intake Process?

The Intake Process is the Court's response to community requests for Court services for children under the age of 17.

## When does the Intake Process take place?

The Intake Process is available from 9:00 a.m. to 12 noon and from 1:00 p.m. to 3:00 p.m., Monday through Friday, excluding holidays.

## What type of matters are handled through the Intake Process?

- Abuse and/or Neglect
- Incurability
- Requests for Information

## What type of matters are not handled through the Intake Process?

- This Court does not detain ("lock up") children if they haven't committed a crime. If you believe that a crime has been committed, you will need to contact the police department to file a report.
- Voluntary transfers of physical custody.
- Child custody matters in divorce cases which are handled in the Domestic Relations Divisions.

## What happens during the Intake Process?

After checking in with the receptionist/security officer, you will meet with the "Intake Screener". You will be asked to provide information about the

child(ren) that you have an interest in as well as yourself and both of the child(ren)'s parents.

## How long does the process take?

*\*Please remember that because you don't have an appointment and others may be ahead of you it may take some time for the process to actually begin. Your patience is appreciated.\**

The time it takes to complete the process varies. It depends on the services you require, the availability of the persons assigned to service your case and the amount of information you are able to provide at the time of your meeting with the screener.

Depending on the time you come to the Court and the services you need, you may be given an appointment to return on another day.

## What will I need?

- In most cases, you will need to have the child(ren) with you. In **incurable** cases, having the child with you is mandatory. In addition, it is required that you be the child's legal custodian.
- Some form of picture identification (preferably state or federal).
- The birth certificate of the child.
- Verification of your income.

## What will I be expected to do?

- You will be expected to abide by the policies of the Court. Failure to abide by the policies of the Court may delay,

and in some cases prevent services from being provided to you.

If you are here regarding matters involving abuse and/or neglect, or incurability:

- You may be asked to fill out some forms while you wait.
- You will be expected to complete an affidavit.

An affidavit is a written statement completed by you explaining the situation which caused you to come to this Court. The affidavit will have to be notarized and you will need to present your picture ID at that time.

- You will be expected to complete a financial statement.

A financial statement will determine your ability to pay for certain services provided to you by this Court. The fees for these services will range from \$1.00 to \$30.00. Other fees may also be assessed by the Court.

- You will be expected to work with the services offered to you as an alternative to taking official court action.

## What can you expect from the Court?

As a member of the community coming to this Court for services, you can expect:

- To be provided with quality, professional service in accordance with Missouri law.
- To be treated with dignity and respect.